

KANSAS WIC POLICY MEMORANDUM
KANSAS-WIC-P-2021-05

TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: May 28, 2021

RE: Certification – WIC Income Eligibility Guidelines
Budget Template and Checklist FFY2022

WIC Income Eligibility Guidelines will change effective June 1, 2021

New WIC Income Eligibility Guidelines for policy [CRT: 06.01.00](#) will change effective June 1, 2021. The updated policy will be available to print from the Kansas WIC website on May 31, 2021. These figures will be used by all Kansas WIC Local Agencies until the next revision. The State Agency has coordinated with CQuest to update the Income Eligibility Guidelines in the KWIC System effective June 1, 2021.

ACTION REQUIRED: Notify all staff members of this change.

Budget Template and Checklist FFY2022

The FFY2022 budgets are due July 15, 2021. The budget and affidavit expenses need to align for faster processing of the affidavit. The policy to assist in completing the budget can be found on the Kansas WIC website at: [ADM: 02.02.00 Annual Budgets.](#)

Local Agencies **are strongly encouraged to** use the “[Budget Template and Checklist FFY2022](#)” template. The template is an Excel spreadsheet, which should be opened and saved to your computer.

The Excel spreadsheet contains several worksheets that can be used to help fill out the budget, as well as the budget form itself. These worksheets are as follows:

- Worksheet A – Estimating Monthly Participation - Budget Heading
- Worksheet B – FTE & WIC% / BFPC% - Section I, Employee Services
- Worksheet C – Estimated Reimbursement – Section V, Additional Information and Signatures

These worksheets provide examples and actual charts that can be used to fill out various areas of the budget form. Local Agencies are not required to use the worksheets and can key the information in by hand but are encouraged to review the worksheets to make sure the information that is being entered by hand is what is being requested on the worksheets.

The worksheets contain formulas in various places and that information will automatically transfer to the budget document. Additional lines can be added to the various sections. **When adding additional lines to the budget form, be sure to check the formulas in the overall totals in each section to ensure that the totals are capturing all the additional rows that you have added.**

The Excel file also contains a sample budget, which can be used as a reference.

Finally, the Excel template contains a budget checklist that must be submitted with the budget. The checklist should be printed and reviewed prior to completing the budget.

Additional Information to consider in preparing your budget:

- **The 2022 Kansas WIC Statewide Conference will be held VIRTUALLY!**
 - All clinics are required to have at least one person attend the spring 2022 (date TBD) virtual statewide conference, but all LA staff are encouraged to attend. The agenda will meet the educational needs for **all** WIC roles. There is **no** conference registration fee for LA WIC staff; however, you will need to budget for staff time to view sessions.
- For additional training, it is anticipated that NWA will host the Nutrition and Breastfeeding Conference in September 2022. If you are interested in attending, please include the anticipated costs in your budget.
- In addition to the annual Civil Rights Training, Local Agency WIC staff are required to complete at least two hours of training OR two different training opportunities yearly that directly relate to their job duties (see Policy [ADM 11.01.00](#)). Agencies can meet this requirement through no-cost trainings such as the Kansas WIC Statewide Conference, webinars, and staff in-service training activities.
- If Local Agency staff plan to attend any of these fee-based training events, please include the anticipated expenses in your budget:
 - National WIC Association (NWA) Conference,
 - KS Academy of Nutrition and Dietetics Conference,
 - KS Nutrition Council Conference,
 - Kansas Breastfeeding Coalition (KBC) Conference,
 - or some other type of training that would be good for WIC staff to attendRefer to prior years conferences to determine the approximate costs needed for your budget.

- Annual continuing education is required for both BFPC supervisors and BFPCs. BFPCs and BFPC supervisors are strongly encouraged to attend the 2022 KS WIC Statewide Conference. They may attend the annual KBC Conference in addition to the KS WIC Statewide Conference if able and funds allows. If unable to attend either of these two conferences, please send the State Agency BFPC Coordinator the agenda of another training event you would like to attend for **pre-approval**. Be sure to include the estimated expenses in your budget. Remember that BFPC travel and training costs come from regular NSA (WIC) funds, and that only their salaries and fringes come from the BFPC funds.
- **All of the estimated training costs for WIC and BFPC staff should be placed in Section III: Agency Operations and Program Supplies on the WIC Local Agency Budget spreadsheet for the line item “Conference/Training.”**
- BFPC expenses such as office supplies, cell phones, trainings etc. should be placed in Section III, Agency Operations and Program Supplies of the budget. Refer to the [Annual Budget policy](#).
- *BFPC programs should include their BFPC Program Evaluation forms with their budget request:*
http://www.kansaswic.org/manual/forms/BFPC_Program_Annual_Self-Evaluation.pdf
- Staff interested in becoming an IBCLC should determine the approximate costs and include them on the training line of the budget.
- The National WIC Association (NWA) dues are paid by the State Agency. **Do not include this expense in your budget.**
- It is recommended that program staff discuss funding needs for future Nutrition Education and Breastfeeding action plans and funding for special projects that coincide with their NSP. Include all expenses in the budget including the Educational Supply line.

If you have questions or need help, please contact Linda Speirs at linda.speirs@ks.gov.

ACTION REQUIRED: Notify all WIC staff, as well as other Health Department or County staff who are involved with developing the WIC/BPFC Budget. The budget and all the supporting documentation are due by **July 15, 2021**. If you did not watch the [“Budgets 101” webinar](#) on May 25, we highly encourage you to do so.

Items included below and/or provided as separate documents:

If you have any questions regarding this memo, please contact the state staff member assigned to your agency.